



Master Schedule Priority 1 Shops

DOEHRS-IH



Protecting personnel in support of military operations
worldwide through the identification, evaluation, and control of
occupational and environmental health stressors



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Background

- During the process of creating a report that listed Priority One Shops that had not yet completed their Periodic Survey, several issues were found in various Program Offices.
- Upon investigation, it was determined that the issues could be traced back to three common problems.



Common Problems Encountered When Verifying OMB Metric Data in DOEHRS-IH

1. Incorrect use of Master Schedule

- Input of projected start date, actual start and end dates all at one time does not create re-occurring tasks.

2. Duplicates in the Master Schedule

- Multiple Periodic Surveys created without comments and end dates.

3. IHPO not using the Master Schedule

- No Periodic Surveys created in DOEHRS-IH.
- One time surveys being created instead of recurring Periodic Surveys.



Recommendations to fix.

- Use guidelines in this Master Schedule PowerPoint presentation - Contact Alvena Largo, DOEHRS-IH Trainer/Support with questions.
- Clean up IHPO Master Schedule by:
 - Stop dating periodic surveys that are out of date or duplicates.
 - Edit incorrect periodic surveys Master Schedule tasks to reflect current data.
 - Enter/Edit the correct periodicity for Periodic Surveys or other periodic/re-occurring Master Schedule tasks.
 - Ensure Master Schedule tasks are close dated once completed.
 - Deleting incorrect Master Schedule tasks.



Training Agenda

- Understanding how to Assign Shop Priority
- Viewing Current Master Schedule Tasks
- Completing Existing Priority 1 shop Periodic Surveys in the Master Schedule.
- Creating Priority 1 shop Periodic Surveys in the Master Schedule.
- Removing duplicated tasks from the Master Schedule.
- Viewing all Master Schedule tasks – Past and Current.
- Deleting Master Schedule tasks.



Assigning Shop Priorities in DOEHS-IH for Shore Activities

NOTE: Shop Priorities for all Afloat activities are considered to be Priority 2

Minimum Assessment Frequency ¹		
Priority 1 - Annual	Priority 2 – Every two years	Priority 3 – Every four yrs
GENERAL DESCRIPTION² - Shops requiring complex IH assessment or significant monitoring	GENERAL DESCRIPTION² – Shops where work is of moderate hazard	GENERAL DESCRIPTION² - Shops where work is low hazard and primarily in an administrative environment
Hazards are poorly defined or controlled – work environment or processes unstable (e.g., exposure assessment acceptable but has high level of uncertainty, 95th percentile < OEL but UTL 95,95 >>> OEL (100 times greater than OEL))	Hazards well defined and controlled. Work environment and processes stable	No hazards, work environment and processes stable
Except as noted below, a requirement for exposure-based occupational health exams for all chemical and physical stressors, all mixed exposures and when IH recommends respirator use. <u>Exceptions:</u> Noise 503 or 512; Blood and/or Body Fluids – 178 Radiation-Ionizing 505; Radiation - Laser 506; Animal Associated Disease 207; Hazardous Drugs 110; and Specialty exams ³	No exposure-driven occupational health exam requirements, other than annual audiograms	No occupational health exam requirements



SEG(s) in shop have a Health Risk Rating (HRR) of 10 or greater or there are unacceptable exposures (e.g., 95th percentile > OEL), other than noise.	SEG(s) in shop have an HRR less than 10 and exposure assessment is acceptable with moderate uncertainty (e.g., 95th percentile < OEL but UTL 95,95 > OEL)	Exposure assessment is acceptable with low uncertainty (e.g., 95th percentile & UTL 95, 95 < OEL, or no measurements made because exposures judged to be < 10% of the 95th percentile.)
OSHA regulatory exposure assessment or monitoring requirements (OSH Act Section 6b rulemaking)	Minimal potential for hazards to go out of control or create significant risk	
<p>¹ The required routine assessment frequency establishes a minimum requirement. Shops should be assessed as frequently as necessary to adequately identify, evaluate, and control the occupational health hazards present.</p> <p>² Shop Complexity Categories (A, B, C) established for the 2009 NMAT IH staffing study in Data Call1A may be used as a starting point for revalidating Shop Priority (1, 2, 3) codes as outlined in this appendix for DOEHS-IH.</p> <p>³ Per Navy and Marine Corps Public Health Center Technical Manual NMCPHC-TM OM 6260 Medical Surveillance Procedures Manual and Medical Matrix (Edition 11)</p> <p>⁴ HRR for a SEG is calculated by multiplying the Exposure Rating (ER) by times the Health Effects Rating (HER), as noted in Table 1. The ERs are determined quantitatively or qualitatively per Table 2. The HERs are determined per Table 3</p>		



Survey Completion Metrics

OPNAVINST 5100.23 Series	DoD Office of Management and Budget
Category 1, High Hazard Activities Periodic IH surveys will be due annually	DOEHRS-IH - Priority 1 Shops Periodic IH survey will be due annually. However, the metric is based on a 15 month window.
Category II Activities, Moderate Hazard Periodic IH surveys will be due on a two year cycle	Priority 2 Shops not counted but still needs to be conducted on a two year cycle
Category III Activities, Low Hazard Periodic IH surveys will be due on a four year cycle	Priority 3 Shops not counted but still needs to be conducted on a four year cycle

For Priority 1 Shops, the next periodic IH survey will be due annually following the previously entered “Close date” (automatically). Recommend “updating” Priority 1 shops in conjunction with the periodic IH survey.

In DOEHRS-IH, Priority 2 and 3 shops can exist within a Category 1 command.

Note that the BUMED metrics just counts the number of Priority 1, 2 and 3 Shops entered into DOEHRS-IH.



Viewing Periodic Surveys for Priority 1 shops in Master Schedule

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Work Basket

Click Subject link for details.

Subject	Description	From	Received	Due Date
No matching records were found.				

Work Plan

[Work Basket](#)

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Master Schedule - Search

Please select one of the options below.

Search

Shop Priority 1

Task Type All

Assigned Program Office Personnel All

Projected Start Date (yyyy/mm/dd)

Close Date (yyyy/mm/dd)

☐ Include Archived Records

Search

[Add Master Schedule Task](#)
[WMP View \(Sampling Tasks\)](#)

Master Schedule - Search

Please select one of the options below.

Search

Shop Priority 1

Task Type Periodic Survey

Assigned Program Office Personnel All

Projected Start Date (yyyy/mm/dd)

Close Date (yyyy/mm/dd)

☐ Include Archived Records

Search

[Add Master Schedule Task](#)
[WMP View \(Sampling Tasks\)](#)

Task Type: Select "Periodic Survey"

DOEHRs-IH Master Schedule Usage

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Master Schedule

Results 1-6 of 6 records found.

To edit/view Master Schedule Entry details, click the Task Type link.

Other Actions -Master Schedule-

Master Schedule Information								
<input type="button" value="Select All"/> <input type="button" value="De-Select All"/> <input type="button" value="Delete"/>								
Select	Task ID	Task Type▲	Assigned Program Office Personnel	Location	Shop	Shop Priority	Start Date-Projected	Due Date-Projected
							Start Date-Actual	Due Date-External
<input type="checkbox"/>	91151	Periodic Survey			Welding Waterfront Submarines(1) (N00181)	1	2013/08/23	N/A
							N/A	N/A
<input type="checkbox"/>	91720	Periodic Survey			SASEBO JA (N46518)	1	2013/02/28	N/A
							N/A	N/A
<input type="checkbox"/>	104144	Periodic Survey			Welding Waterfront Surface Ships (N00181)	1	2013/03/16	N/A
							N/A	N/A
<input type="checkbox"/>	93392	Periodic Survey			Foundry (N00181)	1	2013/11/21	N/A
							N/A	N/A
<input type="checkbox"/>	104071	Periodic Survey			Painting Shop Shop 71 (N00181)	1	2013/07/11	N/A
							N/A	N/A
<input type="checkbox"/>	91719	Periodic Survey			Shop X (FFHVW)	1	2013/04/01	N/A
							N/A	N/A
<input type="button" value="Select All"/> <input type="button" value="De-Select All"/> <input type="button" value="Delete"/>								



Complete Existing Priority 1 shop Periodic Surveys in the Master Schedule.

Master Schedule

Results 1-6 of 6 records found.

To edit/view Master Schedule Entry details, click the Task Type link.

Other Actions

-Master Schedule-

Master Schedule Information

Select All De-Select All Delete

Select	Task ID	Task Type▲	Assigned Program Office Personnel	Location	Shop	Shop Priority	Start Date-Projected	Due Date-Projected
							Start Date-Actual	Due Date-External
<input type="checkbox"/>	91151	Periodic Survey			Welding Waterfront Submarines(1) (N00181)	1	2013/08/23	N/A
							N/A	N/A
<input type="checkbox"/>	91720	Periodic Survey			SASEBO JA (N46518)	1	2013/02/28	N/A
							N/A	N/A
<input type="checkbox"/>	104144	Periodic Survey			Welding Waterfront Surface Ships (N00181)	1	2013/03/16	N/A
							N/A	N/A
<input type="checkbox"/>	93392	Periodic Survey			Foundry (N00181)	1	2013/11/21	N/A
							N/A	N/A
<input type="checkbox"/>	104071	Periodic Survey			Painting Shop Shop 71 (N00181)	1	2013/07/11	N/A
							N/A	N/A
<input type="checkbox"/>	91719	Periodic Survey			Shop X (FFHVW)	1	2013/04/01	N/A
							N/A	N/A

Select All De-Select All Delete



Projected Start Date: 2 months before due date.

i.e. Survey Due Date: March 2014 – Projected Due Date: January 2014

Master Schedule - Detail - Periodic Survey

* Indicates Required Field

Other Actions -Master Schedule-

Save Cancel

Set task frequency for Yearly to auto-generate Master Schedule task for the next year.

Schedule Information			
Shop*	Welding Waterfront Surface		
Shop Priority	1	POC/Contact Type	
Task Frequency*	Yearly	Skill Level	
Projected Start Date*	2014/01/05 (yyyy/mm/dd)	Actual Start Date	2014/01/15 (yyyy/mm/dd)
Previous Close Date	2013/06/14	Close Date	2014/02/20 (yyyy/mm/dd)
Projected Due Date	2014/03/05 (yyyy/mm/dd)	External Due Date	(yyyy/mm/dd)
Required by Federal Standard	<input type="checkbox"/>	Reason Task not Completed	
Comments			

Regulation Information

Personnel Assignments

Task Equipment Information

Task Resource and Cost Information

Program Office Information

Save Cancel

Enter Actual Start Date: Will not allow Actual Start Date to be empty when Close Date is Provided.
Enter Close Date: Date on signature page of Industrial Hygiene Periodic Survey



Master Schedule task auto-generates for the next year only when task frequency is set to yearly.

Master Schedule

Results 1-6 of 6 records found.
To edit/view Master Schedule Entry details, click the Task Type link.

Other Actions -Master Schedule-

Master Schedule Information

Select All De-Select All Delete

Select	Task ID	Task Type▲	Assigned Program Office Personnel	Location	Shop	Shop Priority	Start Date-Projected Start Date-Actual	Due Date-Projected Due Date-External
<input type="checkbox"/>	91151	Periodic Survey			Welding Waterfront Submarines(1) (N00181)	1	2013/08/23 N/A	N/A N/A
<input type="checkbox"/>	91720	Periodic Survey			SASEBO JA (N46518)	1	2013/02/28 N/A	N/A N/A
<input type="checkbox"/>	104145	Periodic Survey			Welding Waterfront Surface Ships (N00181)	1	2014/06/14 N/A	N/A N/A
<input type="checkbox"/>	93392	Periodic Survey			Foundry (N00181)	1	2013/11/21 N/A	N/A N/A
<input type="checkbox"/>	104071	Periodic Survey			Painting Shop Shop 71 (N00181)	1	2013/07/11 N/A	N/A N/A
<input type="checkbox"/>	91719	Periodic Survey			Shop X (FFHVW)	1	2013/04/01 N/A	N/A N/A

Select All De-Select All Delete



Creating New Priority 1 shop Periodic Survey tasks in the Master Schedule.

- When creating a new Priority 1 Periodic Survey task, enter only the Projected Start Date. Additionally, ensure task frequency is set to Yearly.
- Once the Periodic Survey is started enter the Actual Start Date, and Close Date when the Periodic Survey is completed.
- This will create a re-occurring task in your Master Schedule.
- Entering in Projected Start Date, AND Actual Start Date AND Close Date, at the same time when creating a new Master Schedule task, will not create a re-occurring task, regardless if the task frequency is set properly.



Creating New Priority 1 shop Periodic Survey tasks in the Master Schedule.

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Master Schedule - Search

Please select one of the options below.

Search

Shop

Task Type

All

Assigned Program Office Personnel

All

Projected Start Date

(yyyy/mm/dd)

Between

Close Date

(yyyy/mm/dd)

☐ Include Archived Records

Search

[Add Master Schedule Task](#)
[WMP View \(Sampling Tasks\)](#)

Click : Add Master Schedule Task



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Master Schedule - Add Task

* Indicates Required Field

Other Actions [-Master Schedule-](#)

Add Task

Task Type *

Baseline Survey

Continue

Food Service Facility Survey - Routine
General Sanitation - Barber/Beauty Shop Survey (EH)
General Sanitation - EPW Detention Facility Survey (EH)
General Sanitation - Field Shower Point Survey (EH)
General Sanitation - Gym/Fitness Center Survey (EH)
General Sanitation - Habitability Survey (EH)
General Sanitation - Laundry/Dry Cleaning Survey (EH)
General Sanitation - Mobile Homes and R/V Parks Survey (EH)
General Sanitation - Public Facility Survey (EH)
General Sanitation - Recreational Waters Survey (EH)
HACCP Survey
HAZCOM Inspection
HVAC Inspection
Incident Reporting - Incident Report
Incident Reporting - Initial Field Account
Indoor Air Quality Assessment
Injury & Illness Investigation (EH)
Injury & Illness Investigation (IH)
Installation Food Vulnerability Assessment (FP)
OEHS Survey (EH)
Periodic Survey
Radiation - Administrative Data Survey
Radiation - Exposure Investigation Survey
Radiation - Injury & Illness Investigation
Radiation - Laser Hazard Survey
Radiation - Laser Inventory Survey
Radiation - Radiation Survey
Radiation - Radioactive Material Inventory Survey
Radiation - RF Emitter Inventory Survey
Radiation - RF Hazard Survey









Click on Magnifying glass to search for Priority 1 Shop.

Master Schedule - Detail - Periodic Survey

* Indicates Required Field

Other Actions -Master Schedule-

Schedule Information

Shop*	<input type="text"/> 		
Shop Priority	0	POC/Contact Type	
Task Frequency*	One Time ▼	Skill Level	<input type="text"/>
Projected Start Date*	2013/07/11  (yyyy/mm/dd)	Actual Start Date	<input type="text"/>  (yyyy/mm/dd)
Previous Close Date		Close Date	<input type="text"/>  (yyyy/mm/dd)
Projected Due Date	<input type="text"/>  (yyyy/mm/dd)	External Due Date	<input type="text"/>  (yyyy/mm/dd)
Required by Federal Standard	<input type="checkbox"/>	Reason Task not Completed	▼
Comments	<div><div></div><div></div></div>		

Regulation Information + ▼

Personnel Assignments + ▼

Task Equipment Information + ▼

Task Resource and Cost Information ▼

Program Office Information ▼



Find Shop

Find Shop for Survey.

Search

[Browse by Organization Tree](#)
[Browse by Location Tree](#)

*pop up windows

https://doehrs-ih-demo.csd.disa.mil/ - DOEHRs Find Shop Results - Windows Int...

Find Shop Results

Select shop for Survey and click Add to Form button.

Select	Shop Name ▲	UIC	UIC Name	Location
<input type="radio"/>	Admin	N68546	NAVY&MARINE CORPS PUB HLTH CEN	
<input type="radio"/>	BVD Medical Treatment Facility	N3298A	AMMO NAVORDCEN IND HD	BVD 200
<input type="radio"/>	BVD Radiology	N3298A	AMMO NAVORDCEN IND HD	BVD 200
<input type="radio"/>	BVD Welding	N3298A	AMMO NAVORDCEN IND HD	BVD 100
<input type="radio"/>	CLF Medical Treatment Facility	N00231	NHLTHCLINIC QUANTICO VA	CLF 200
<input type="radio"/>	CLF Radiology	N00231	NHLTHCLINIC QUANTICO VA	CLF 200
<input type="radio"/>	CLF Welding	N00231	NHLTHCLINIC QUANTICO VA	CLF 100
<input type="radio"/>	Foundry	N00181	NORFOLK NSYD PORTSMOUTH VA	
<input type="radio"/>	Housing 123	N00181	NORFOLK NSYD PORTSMOUTH VA	
<input type="radio"/>	IH	N68546	NAVY&MARINE CORPS PUB HLTH CEN	
<input type="radio"/>	Industrial Hygiene Department Lab	N68546	NAVY&MARINE CORPS PUB HLTH CEN	3
<input type="radio"/>	Painting Shop Shop 71	N00181	NORFOLK NSYD PORTSMOUTH VA	Waterfront
<input type="radio"/>	Research Department		Not Otherwise Identified	









Task Frequency should be “Yearly” for Priority 1 Shops



Master Schedule - Detail - Periodic Survey



* Indicates Required Field



Other Actions -Master Schedule-


Schedule Information


Shop*	Painting Shop Shop 71 (NO )		
Shop Priority	1	POC/Contact Type	
Task Frequency*	Yearly 	Skill Level	<input type="text"/>
Projected Start Date*	One Time Weekly (mm/dd) Monthly Quarterly Every 6 Months Yearly (mm/dd) Every 2 Years Every 30 Months Every 3 Years Every 4 Years	Actual Start Date	<input type="text"/>  (yyyy/mm/dd)
Previous Close Date		Close Date	<input type="text"/>  (yyyy/mm/dd)
Projected Due Date		External Due Date	<input type="text"/>  (yyyy/mm/dd)
Required by Federal Standard		Reason Task not Completed	<input type="text"/> 
Comments	<div><div></div><div></div></div>		

Regulation Information  

Personnel Assignments  

Task Equipment Information  

Task Resource and Cost Information 



















Program Office Information 



* Indicates Required Field

Projected Start Date: 2 months before due date. (May 2013)
 i.e. Survey Due Date: July 2013 – **Projected Due Date:** July 2013

Other Actions -Master Schedule-

Schedule Information			
Shop*	Painting Shop Shop 71 (NO )		
Shop Priority	1	POC/Contact Type	
Task Frequency*	Yearly 	Skill Level	<input type="text"/>
Projected Start Date*	2013/05/11  (yyyy/mm/dd)	Actual Start Date	<input type="text"/>  (yyyy/mm/dd)
Previous Close Date		Close Date	<input type="text"/>  (yyyy/mm/dd)
Projected Due Date	2013/07/11  (yyyy/mm/dd)	External Due Date	<input type="text"/>  (yyyy/mm/dd)
Required by Federal Standard	<input type="checkbox"/>	Reason Task not Completed	
Comments	<div></div> <div></div>		
Regulation Information  			
Personnel Assignments  			
Task Equipment Information  			
Task Resource and Cost Information 			
Program Office Information 			

Entering in Projected Start Date, AND Actual Start Date AND Close Date, at the same time when creating a new Master Schedule task, will not create a re-occurring task.



When Periodic Survey is completed, Re-enter Master Schedule task created

Master Schedule

Results 1-6 of 6 records found.

To edit/view Master Schedule Entry details, click the Task Type link.

Other Actions -Master Schedule-

Master Schedule Information

<input type="button" value="Select All"/> <input type="button" value="De-Select All"/> <input type="button" value="Delete"/>									
Select	Task ID	Task Type	Assigned Program Office Personnel	Location	Sampling Location	Shop▲	Shop Priority	Start Date-Projected	Due Date-Projected
								Start Date-Actual	Due Date-External
<input type="checkbox"/>	93392	Periodic Survey				Foundry (N00181)	1	2013/11/21	N/A
								N/A	N/A
<input type="checkbox"/>	104071	Periodic Survey				Painting Shop Shop 71 (N00181)	1	2013/05/11	2013/07/11
								N/A	N/A
<input type="checkbox"/>	91720	Periodic Survey				SASEBO JA (N46518)	1	2013/02/28	N/A
								N/A	N/A
<input type="checkbox"/>	91719	Periodic Survey				Shop X (FFHVV)	1	2013/04/01	N/A
								N/A	N/A
<input type="checkbox"/>	91151	Periodic Survey				Welding Waterfront Submarines (1) (N00181)	1	2013/08/23	N/A
								N/A	N/A
<input type="checkbox"/>	104145	Periodic Survey				Welding Waterfront Surface Ships (N00181)	1	2014/06/14	N/A
								N/A	N/A
<input type="button" value="Select All"/> <input type="button" value="De-Select All"/> <input type="button" value="Delete"/>									



Enter Close Date: Date on signature page of Industrial Hygiene Periodic Survey.











Enter Actual Start Date: Will not allow Actual Start Date to be empty when Close Date is Provided.

Master Schedule - Detail - Periodic Survey

* Indicates Required Field

Other Actions -Master Schedule-

Schedule Information

Shop*	Painting Shop Shop 71 (NO 		
Shop Priority	1	POC/Contact Type	
Task Frequency*	Yearly 	Skill Level	
Projected Start Date*	2013/05/11  (yyyy/mm/dd)	Actual Start Date	 (yyyy/mm/dd)
Previous Close Date		Close Date	 (yyyy/mm/dd)
Projected Due Date	2013/07/11  (yyyy/mm/dd)	External Due Date	 (yyyy/mm/dd)
Required by Federal Standard	<input type="checkbox"/>	Reason Task not Completed	
Comments			

Regulation Information

Personnel Assignments

Task Equipment Information

Task Resource and Cost Information

Program Office Information



After entering Actual Start Date and Close Date, click Save

At this point a re-occurring task will be created. Please remember, if Projected Start Date, AND Actual Start Date AND Close Date are entered all at once during the initial Master Schedule task creation step, a re-occurring task will NOT be created.

Master Schedule - Detail - Periodic Survey

* Indicates Required Field

Other Actions -Master Schedule-

Schedule Information

Shop*	Painting Shop Shop 71 (NO)		
Shop Priority	1	POC/Contact Type	
Task Frequency*	Yearly	Skill Level	
Projected Start Date*	2013/05/11 (yyyy/mm/dd)	Actual Start Date	2013/05/20 (yyyy/mm/dd)
Previous Close Date		Close Date	2013/07/31 (yyyy/mm/dd)
Projected Due Date	2013/07/11 (yyyy/mm/dd)	External Due Date	(yyyy/mm/dd)
Required by Federal Standard	<input type="checkbox"/>	Reason Task not Completed	
Comments			

Regulation Information

Personnel Assignments

Task Equipment Information

Task Resource and Cost Information

Program Office Information



Master schedule task for next year is auto-populated.

Master Schedule

Results 1-6 of 6 records found.

To edit/view Master Schedule Entry details, click the Task Type link.

Other Actions

-Master Schedule-

Master Schedule Information

<input type="button" value="Select All"/> <input type="button" value="De-Select All"/> <input type="button" value="Delete"/>									
Select	Task ID	Task Type	Assigned Program Office Personnel	Location	Sampling Location	Shop▲	Shop Priority	Start Date-Projected	Due Date-Projected
								Start Date-Actual	Due Date-External
<input type="checkbox"/>	93392	Periodic Survey				Foundry (N00181)	1	2013/11/21 N/A	N/A N/A
<input type="checkbox"/>	106691	Periodic Survey				Painting Shop Shop 71 (N00181)	1	2014/07/31 N/A	N/A N/A
<input type="checkbox"/>	91720	Periodic Survey				SASEBO JA (N46518)	1	2013/02/28 N/A	N/A N/A
<input type="checkbox"/>	91719	Periodic Survey				Shop X (FFHVW)	1	2013/04/01 N/A	N/A N/A
<input type="checkbox"/>	91151	Periodic Survey				Welding Waterfront Submarines (1) (N00181)	1	2013/08/23 N/A	N/A N/A
<input type="checkbox"/>	104145	Periodic Survey				Welding Waterfront Surface Ships (N00181)	1	2014/06/14 N/A	N/A N/A
<input type="button" value="Select All"/> <input type="button" value="De-Select All"/> <input type="button" value="Delete"/>									



Creating Priority 2 and 3 shop Periodic Survey Master Schedule Tasks.

- Steps above demonstrating how to Create New Priority 1 shop Periodic Survey tasks in the Master Schedule can be followed for Priority 2 and 3 shops as well.
- Keep in mind to change the Task Frequency accordingly to the Prioritization of the shop.



Removing Duplicated Tasks from the Master Schedule

Master Schedule

Results 1-7 of 7 records found.
To edit/view Master Schedule Entry details, click the Task Type link.

Other Actions -Master Schedule-

Master Schedule Information

Select All De-Select All Delete

Select	Task ID	Task Type	Assigned Program Office Personnel	Location	Sampling Location	Shop^	Shop Priority	Start Date-Projected	Due Date-Projected
								Start Date-Actual	Due Date-External
<input type="checkbox"/>	93392	Periodic Survey				Foundry (N00181)	1	2013/11/21	N/A
<input type="checkbox"/>	105207	Periodic Survey				Foundry (N00181)	1	2013/11/21	N/A
<input type="checkbox"/>	104071	Periodic Survey				Painting Shop Shop 71 (N00181)	1	2013/07/11	N/A
<input type="checkbox"/>	91720	Periodic Survey				SASEBO JA (N46518)	1	2013/02/28	N/A
<input type="checkbox"/>	91719	Periodic Survey				Shop X (FFHVW)	1	2013/04/01	N/A
<input type="checkbox"/>	91151	Periodic Survey				Welding Waterfront Submarines(1) (N00181)	1	2013/08/23	N/A
<input type="checkbox"/>	104145	Periodic Survey				Welding Waterfront Surface Ships (N00181)	1	2014/06/14	N/A

Select All De-Select All Delete

Page: 1 « Previous | Next »

Select one of the Periodic Surveys to end date.



Closing Duplicate Master Schedule Tasks

1. Enter in today's date in both Actual Start Date and Close Date fields
2. Change Task Frequency from Yearly to One Time
3. Provide reason for closing master schedule task.
4. Save – Entry will be removed from Master schedule list and placed in archive records.

Master Schedule - Detail - Periodic Survey

* Indicates Required Field

Other Actions: -Master Schedule-

Schedule Information			
Shop*	Foundry (N00181)		
Shop Priority	1	POC/Contact Type	
Task Frequency*	One Time	Skill Level	
Projected Start Date*	2013/11/21 (yyyy/mm/dd)	Actual Start Date	2013/11/20 (yyyy/mm/dd)
Previous Close Date		Close Date	2013/11/20 (yyyy/mm/dd)
Projected Due Date	(yyyy/mm/dd)	External Due Date	(yyyy/mm/dd)
Required by Federal Standard	<input type="checkbox"/>	Reason Task not Completed	
Comments	Duplicated Master Schedule Survey Task		

Regulation Information

Personnel Assignments

Task Equipment Information

Task Resource and Cost Information

Program Office Information



Viewing all Master Schedule tasks – Past and Current.

Master Schedule - Search

Please select one of the options below.

Search	Shop Priority	▼	1
Task Type	Periodic Survey ▼		
Assigned Program Office Personnel	All ▼		
Between	Projected Start Date	▼	<input type="text"/> (yyyy/mm/dd)
	Close Date	▼	<input type="text"/> (yyyy/mm/dd)
<input checked="" type="checkbox"/> Include Archived Records			
Add Master Schedule Task			
WMP View (Sampling Tasks)			

→

At least one search criteria is required and check the "Include Archived Records" box.



All closed Master Schedule Tasks that have been closed dated will appear in archive records.

Master Schedule

Results 1-41 of 41 records found.

To edit/view Master Schedule Entry details, click the Task Type link.

Other Actions -Master Schedule-

Master Schedule Information								
<input type="button" value="Select All"/> <input type="button" value="De-Select All"/> <input type="button" value="Delete"/>								
Select	Task ID	Task Type	Assigned Program Office Personnel	Location	Shop▲	Shop Priority	Start Date-Projected	Due Date-Projected
							Start Date-Actual	Due Date-External
<input type="checkbox"/>	81544	Periodic Survey			Foundry (N00181)	1	2012/03/05	N/A
<input type="checkbox"/>	81549	Periodic Survey			Foundry (N00181)	1	2012/03/05	N/A
<input type="checkbox"/>	93392	Periodic Survey			Foundry (N00181)	1	2013/03/05	N/A
<input type="checkbox"/>	9478	Periodic Survey			Foundry (N00181)	1	2012/11/21	N/A
<input type="checkbox"/>	91132	Periodic Survey	Bishop, John E		Painting Shop Shop 71 (N00181)	1	2013/11/21	N/A
<input type="checkbox"/>	91131	Periodic Survey			Painting Shop Shop 71 (N00181)	1	N/A	N/A
<input type="checkbox"/>	91132	Periodic Survey			Painting Shop Shop 71 (N00181)	1	2007/11/08	2008/05/28
<input type="checkbox"/>	91131	Periodic Survey			Painting Shop Shop 71 (N00181)	1	2008/05/28	2008/05/28
<input type="checkbox"/>	91132	Periodic Survey			Painting Shop Shop 71 (N00181)	1	2009/08/22	N/A
<input type="checkbox"/>	91131	Periodic Survey			Painting Shop Shop 71 (N00181)	1	2009/09/11	N/A
<input type="checkbox"/>	91131	Periodic Survey			Painting Shop Shop 71 (N00181)	1	2010/08/22	N/A
<input type="checkbox"/>	91131	Periodic Survey			Painting Shop Shop 71 (N00181)	1	2010/09/11	N/A
<input type="checkbox"/>	104071	Periodic Survey			Painting Shop Shop 71 (N00181)	1	2013/07/11	N/A
<input type="checkbox"/>	104072	Periodic Survey			Painting Shop Shop 71 (N00181)	1	2013/07/23	N/A
<input type="checkbox"/>	104072	Periodic Survey			Painting Shop Shop 71 (N00181)	1	2014/09/11	N/A
<input type="checkbox"/>	91720	Periodic Survey			SASEBO JA (N46518)	1	N/A	N/A
<input type="checkbox"/>	71124	Periodic Survey			Shop X (FFHVW)	1	2013/02/28	N/A
<input type="checkbox"/>	91719	Periodic Survey			Shop X (FFHVW)	1	N/A	N/A
<input type="checkbox"/>	70083	Periodic Survey			Shop X (FFHVW)	1	2012/03/28	N/A
<input type="checkbox"/>	11015	Periodic Survey			Welding Waterfront Submarines(1) (N00181)	1	2012/03/01	N/A
<input type="checkbox"/>	11015	Periodic Survey			Welding Waterfront Submarines(1) (N00181)	1	2013/04/01	N/A
<input type="checkbox"/>	70083	Periodic Survey			Welding Waterfront Submarines(1) (N00181)	1	N/A	N/A
<input type="checkbox"/>	11015	Periodic Survey			Welding Waterfront Submarines(1) (N00181)	1	2007/02/08	N/A
<input type="checkbox"/>	11015	Periodic Survey			Welding Waterfront Submarines(1) (N00181)	1	N/A	N/A
<input type="checkbox"/>	11015	Periodic Survey			Welding Waterfront Submarines(1) (N00181)	1	2007/11/29	2008/05/28
<input type="checkbox"/>	11015	Periodic Survey			Welding Waterfront Submarines(1) (N00181)	1	2006/05/31	2008/05/28

Deleting Master Schedule Tasks

- Deletion of IH Master Schedule Entry is allowed with the following rules:
 - No samples or surveys attached
 - Samples attached, but all samples are marked as invalid and none are used in an assessment or TWA
- Service Level Administrators (SLAs) may delete master schedule entries created by any user within a program office owned by their service
- User Security Administrators (USAs) may delete master schedule entries created by any user within a program office they administer
- The user who created a master schedule entry may delete it

(Deleting Master Schedule Tasks Courtesy of DOEHRs On-Line Refresher Training 25 July 2013 – Slides 30-36)



Deleting Master Schedule Tasks

- Existing tasks that did not capture the creating user can only be deleted by a USA or SLA
- Deleted tasks will not appear in user interface, but will remain in database, marked as deleted



Deleting Master Schedule Tasks

- This functionality allows users to delete Master Schedule Tasks
 - Enter criteria and click the Search button

Work Plan

- [Work Basket](#)
- [Pending QA](#)
- [Master Schedule](#)

Industrial Hygiene

- [Sample Log](#)
- [Shop](#)
- [SEG](#)
- [Ventilation System](#)
- [Respiratory Protection Program](#)
- [Reporting](#)
- [Personnel Stop Dates](#)

Environmental Health

- [Location](#)
- [Facilities](#)
- [Samples](#)
- [Surveys](#)
- [POEMS](#)
- [Reports](#)
- [Lab Import](#)

Master Schedule - Search

Please select one of the options below.

Search:

Task Type:

Assigned Program Office Personnel:

Between: (yyyy/mm/dd)

(yyyy/mm/dd)

☐ Include Archived Records

Search

[Add Master Schedule Task](#)
[WMP View \(Sampling Tasks\)](#)



Deleting Master Schedule Tasks

- Based on the search parameters, a list of items in the Master Schedule will appear
- If a user created the task by mistake, the record can be deleted by selecting the record and clicking the Delete button
- Periodic Surveys currently existing in the Master Schedule cannot be deleted.

Master Schedule

Results 1-15 of 27 records found.
To edit/view Master Schedule Entry details, click the Task Type link.

Other Actions: -Master Schedule-

Master Schedule Information

Select All Deselect All **Delete**

Select	Task ID	Task Type	Assigned Program Office Personnel	Location	Sampling Location	Shop	Shop Priority	Start Date-Projected	Due Date-Projected
								Start Date-Actual	Due Date-External
<input type="checkbox"/>	125	Sampling (Air Breathing Zone)	Program Office Personnel			Corrosion Control (F00165)	1	2003/06/10	2003/06/20
<input type="checkbox"/>	123	Sampling - EH (Treated Water)	Bilz, Jane	Base Camp Adder	ROWPU			2003/06/10	2003/06/20
<input type="checkbox"/>	120	Sampling - EH (Treated Water - Routine)	Bilz, Jane	Base Camp Adder	ROWPU			2003/06/10	2003/06/20
<input type="checkbox"/>	121	Sampling - EH (Untreated Water)	Bilz, Jane	Base Camp Adder	ROWPU			2003/06/10	2003/06/20
<input type="checkbox"/>	124	Sampling - EH (Untreated Water - Routine)	Bilz, Jane	Base Camp Adder	ROWPU			2003/06/10	2003/06/20
<input type="checkbox"/>	126	Periodic Survey	Program Office Personnel			Corrosion Control (F00165)	1	2003/06/10	2003/06/20
<input type="checkbox"/>	127	Indoor Air Quality Survey	Program Office Personnel			Corrosion Control (F00165)	1	2003/10/01	2003/10/20



Deleting Master Schedule Tasks

- Select the Master Schedule Tasks by checking the box and click the 'Delete' button
- A pop-up will verify that you want to delete the Master Schedule Task(s)

Master Schedule

Results 1-20 of 2717 records found.
To edit/view Master Schedule Entry details, click the Task Type link.

Other Actions: -Master Schedule-

Master Schedule Information

Select All De-Select All **Delete**

Select	Task ID	Task Type	Assigned Personnel	Shop Priority
<input checked="" type="checkbox"/>	74804	Sampling - IH (Air Breathing Zone)	- IH (Air Breathing)	2
<input checked="" type="checkbox"/>	73185	Sampling - IH (Air Breathing Zone)	- IH (Air Breathing)	1
<input checked="" type="checkbox"/>	80668	Sampling - IH (Air Breathing Zone)	- IH (Air Breathing)	1
<input type="checkbox"/>		Sampling - IH (Air Breathing Zone)	- IH (Air Breathing)	1

Windows Internet Explorer

Are you sure that you want to delete the selected Master Schedule(s)?

OK Cancel



Deleting Master Schedule Tasks

- If the tasks do not meet the rules for deletion, DOEHRS will display the reasons at the top of the page.
- If you are not an SLA, USA or the Creating User (listed on the task), the Master Schedule Task will not delete

Master Schedule

- Master Schedule Entry with Task ID = 74804 cannot be deleted as it has samples with valid Analyte Record Results attached.
- Master Schedule Entry with Task ID = 80668 cannot be deleted as it has samples with valid Analyte Record Results attached.

Results 1-20 of 2717 records found.

To edit/view Master Schedule Entry details, click the Task Type link.

Other Actions

-Master Schedule-

Master Schedule Information

Select All

De-Select All

Delete

Select	Task ID	Task Type▲	Assigned Program Office Personnel	Location	Shop	Shop Priority	Start Date-Projected	Due Date-Projected
							Start Date-Actual	Due Date-External
<input type="checkbox"/>	74804	Sampling - IH (Air Breathing Zone)			TP Shop 1 (FF21S)	2	2011/08/29 N/A	N/A N/A
<input type="checkbox"/>	73185	Sampling - IH (Air Breathing Zone)			Corrosion Control_5th floor (M14123SXD)	1	2011/06/17 N/A	N/A N/A
<input type="checkbox"/>	80668	Sampling - IH (Air Breathing Zone)			1080 Test (ZNNSA)	3	2012/02/06	N/A



Deleting Master Schedule Tasks

- If the task does meet the deletion rules it will be deleted from the Master Schedule

Master Schedule								
Results 1-20 of 31 records found. To edit/view Master Schedule Entry details, click the Task Type link.								
Other Actions -Master Schedule-								
Master Schedule Information								
Select All De-Select All Delete								
Select	Task ID	Task Type	Assigned Program Office Personnel	Location	Shop	Shop Priority	Start Date-Projected▼ Start Date-Actual	Due Date-Projected Due Date-External
<input checked="" type="checkbox"/>	101650	Sampling - IH (Air Breathing Zone)			Aircraft Maintenance (C9805206)	3	2013/05/13 N/A	N/A N/A
<input type="checkbox"/>	100737	Sampling - IH (Air Breathing Zone)			Aircraft Maintenance (C9805206)	3	2013/04/12 N/A	N/A N/A

Master Schedule								
Results 1-20 of 30 records found. To edit/view Master Schedule Entry details, click the Task Type link.								
Other Actions -Master Schedule-								
Master Schedule Information								
Select All De-Select All Delete								
Select	Task ID	Task Type	Assigned Program Office Personnel	Location	Shop	Shop Priority	Start Date-Projected▼ Start Date-Actual	Due Date-Projected Due Date-External
<input type="checkbox"/>	100737	Sampling - IH (Air Breathing Zone)			Aircraft Maintenance (C9805206)	3	2013/04/12 N/A	N/A N/A
<input type="checkbox"/>	100735	Sampling - IH (Air Breathing Zone)			Aircraft Maintenance (C9805206)	3	2013/04/12 N/A	N/A N/A



Submitting MCR Trouble Ticket to Delete Incorrect Master Schedule Tasks

- Submit MCR Trouble Ticket to Delete Master Schedule tasks if the tasks do not meet the rules for deletion.
- Include screenshot (simultaneously hit Ctrl + Print Screen) of Master Schedule Tasks to delete.
- Paste screenshot into a Microsoft Word document.
- Clarify Master Schedule Task to delete by Task ID number to avoid confusion.
- Attach to email to helpdesk.



Submitting MCR Trouble Ticket to Delete Incorrect Master Schedule Tasks

- Email Helpdesk: servicecenter@dha.mil
- Use Ctrl & Print Screen buttons for screenshot.
- Paste into a Microsoft Word document.
- Attach the Microsoft Word .doc containing screenshot of Master Schedule Tasks to delete into email.
- Explain problem(s) in email.



Help Desk Contact Information	
Contact Information	
Phone #	1-800-600-9332 (Option 4,4)
Email	servicecenter@dha.mil
Additional Resources	https://servicecenter.dha.health.mil
Defense Manpower Data Center (DMDC) Contact Information	
Overview	DMDC is the authoritative data source for personnel information within DOEHRs. Please direct questions regarding personnel information to the DMDC Support Office or the appropriate Military Personnel Center.
DMDC Support Office (DSO) Phone #	1-800-538-9552
Military Personnel Centers (RAPIDS Site Locator)	www.dmdc.osd.mil/rs/



Contact Information

- Alvena Largo
DOEHRS-IH Trainer/Support
757-953-0627
DSN 377-0627
Alvena.Largo.ctr@med.navy.mil

